

# **INJURY PREVENTION TASK FORCE BYLAWS**

## **ARTICLE 1 - NAME**

- 1.1 The name of this group shall be the Injury Prevention Task Force, hereinafter referred to as the Task Force.

## **ARTICLE 2 - AUTHORITY**

- 2.1 The Task Force is a result of the Injury Prevention grant that the Health Division is receiving from the Centers for Disease Control and Prevention.
- 2.2 Recommendations of the Task Force shall be advisory only and report to the Injury Prevention Coordinator of the Health Division.

## **ARTICLE 3 - PURPOSE AND FUNCTION**

- 3.1 The purpose of the Task Force is to provide guidance to the Injury Prevention Coordinator, promote injury prevention, decrease the number of injuries and injury related deaths in the state of Nevada, and to achieve the following objectives:
  - 3.1.1 Develop a statewide injury prevention program and action plan;
  - 3.1.2 Determine the needs of the state through data collection and analysis;
  - 3.1.3 Collaborate and partner with other organizations involved with injury prevention.
- 3.2 The Task Force shall not have policy making or regulatory authority.

## **ARTICLE 4 - MEMBERSHIP**

- 4.1 The Task Force consists of:
  - 4.1.1 One representative from each of the following agencies: Emergency Medical Services, Bureau of Health Planning and Statistics, Office of Traffic Safety, Department of Transportation, Department of Education, Washoe County District Health Department, Clark County Health District, Washoe County SAFE KIDS Coalition, Clark County SAFE KIDS Coalition, Injury Prevention Center (UNLV), and the University of Nevada.
  - 4.1.2 Each agency shall designate a representative and a proxy to the Task Force and notify the Task Force of any changes.

- 4.1.3 Not more than five other members from related agencies/organizations not mentioned above.
  - 4.1.4 No more than fifteen members.
- 4.2 The members of the Task Force shall elect a chairperson and a vice chairperson from among their membership.
- 4.3 Non-attendance of Task Force members or their proxy of two or more consecutive meetings will result in removal from the Task Force.

## **ARTICLE 5 - VOTING**

- 5.1 Each Task Force member shall have one vote. Such vote may be either in person or by proxy.
- 5.2 A simple majority of the members shall constitute a quorum.
- 5.3 A concurrence of at least a majority of the members of the Task Force shall be required on all questions.

## **ARTICLE 6 - OFFICERS**

- 6.1 Task Force officers shall be elected and include a chairperson and vice-chairperson.
  - 6.1.1 The chairperson and the vice-chairperson shall be elected as necessary by a majority vote of all Task Force members.
  - 6.1.2 Ballots shall be written unless there is only one nominee for the office.
  - 6.1.3 If a majority vote is not received on the first ballot, balloting shall continue until one member receives a majority.
  - 6.1.4 Terms of office shall be for two (2) years with eligibility for re-election for one additional term.
- 6.2 Vacancies
  - 6.2.1 When a vacancy occurs in the office of chairperson, the vice-chairperson shall assume the office and duties of chairperson.
  - 6.2.2 When a vacancy occurs in the office of vice-chairperson, a new vice-chairperson shall be elected to complete the remainder of the term.
- 6.3 Duties

- 6.3.1 The chairperson shall preside at all meetings of the Task Force.
- 6.3.2 The vice-chairperson shall act for and in behalf of the chairperson during his/her absence.
- 6.3.3 If the chairperson and vice-chairperson are not available for a meeting, the Injury Prevention Coordinator or designee shall chair the meeting.

## **ARTICLE 7 - COMPENSATION**

- 7.1 Subject to prior approval, each member of the Task Force is entitled to receive compensation from the Injury Prevention Program for expenses related to travel and per diem at state rates.

## **ARTICLE 8 - STAFFING**

- 8.1 Staff to the Task Force shall be provided by the State Health Division, Bureau of Family Health Services for purposes of secretarial, research, and other needs.

## **ARTICLE 9 - MEETINGS**

- 9.1 The Task Force shall meet at least quarterly. The members will set the dates of meetings for the ensuing year at the first meeting scheduled after September 1.
- 9.2 Agenda items may be submitted in writing, no later than fourteen (14) days before the meeting, by the Health Division and/or Task Force members.
- 9.3 Meeting will generally follow parliamentary procedure insofar as they do not conflict with these bylaws.
- 9.4 Meetings shall be conducted in accordance with NRS chapter 241, known as "Nevada's Open Meeting Law."
- 9.5 Meetings may be called at the discretion of the chairperson.

## **ARTICLE 10 - SUBCOMMITTEES**

- 10.1 Purpose of Subcommittee
  - 10.1.1 Subcommittees of the Task Force shall be appointed by the chairperson for the purpose of studying and making recommendations regarding specific issues as requested by the Task Force members.

10.1.2 Subcommittees shall be approved by a majority vote of the Task Force.

10.2 Terms of subcommittee appointment

10.2.1 The terms of the members of each subcommittee shall be determined by the Task Force. Any member of a subcommittee may be reappointed. A subcommittee shall remain active until terminated by a majority vote of the Task Force.

10.3 Subcommittee Membership

10.3.1 At least three (3) Task Force members shall serve on each subcommittee. Additional members shall be recommended by the Health Division and/or Task Force and need not be members of the Task Force.

10.3.2 Subcommittees shall be chaired by a member of the Task Force.

10.3.3 Task Force members serving on a subcommittee shall be appointed by the Task Force chairperson. Other membership shall be approved by the chairperson.

10.3.4 Subcommittee members who are not Task Force members shall be familiar with the purpose of the Task Force.

10.3.5 The Task Force shall be informed of subcommittee activities by periodic reports.

10.3.6 Agenda items may be submitted in writing, no later than fourteen (14) days before the subcommittee meeting, by the Health Division and/or Task Force members.

10.3.7 Subcommittee meetings shall be conducted in accordance with NRS chapter 241, known as "Nevada's Open Meeting Law."

## **ARTICLE 11 - AMENDMENTS**

11.1 Proposed amendments to the bylaws shall be submitted in writing to any member of the Task Force thirty (30) days prior to any regular meeting.

11.2 The bylaws may be amended as approved by a majority vote of the Task Force.

*Adopted by the Injury Prevention Task Force on June 15, 2004*